



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 10/06/2014	Employee Requisition Number <b>ER-15019</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ADMINISTRATIVE MANAGER</b>			
Pay Grade HG 11	Salary Range \$35,859-46,820	Classification Hourly	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Directs plans, coordinates and supervises the operation and activities of the department. Develops and implements, policies and procedures, administers the budget, organizes tasks and sets priorities. Serves as a liaison with department employees and program managers with the Secretary of Education and Training.
Principal Duties and Responsibilities:	<p>Analyzes and organizes office operations and procedures such as bookkeeping, personnel, information management, filing systems, requisition of supplies, and other clerical services.</p> <p>Maximizes office productivity through proficient use of appropriate software applications.</p> <p>Acts as grant coordinator for the department directed grants.</p> <p>Establishes uniform correspondence procedures and style practices.</p> <p>Assists program managers and department with new, current and upcoming legislation.</p> <p>Acts as research administrator for research projects and programs.</p> <p>Plans office layout, and develops office budget.</p> <p>Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness.</p> <p>Prepares monthly and annual reports for the department, as well as for the grant that are directed by the department.</p> <p>Coordinates activities of various clerical departments or workers within department.</p> <p>Maintains contact with clients and outside vendors.</p>



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	<b>Supervisory Responsibilities:</b>  Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: Planning, assigning, and directing work; addressing complaints and resolving problems.
<b>Minimum Requirements:</b>	2 to 4 years related experience and or training; or equivalent combination of education and experience.
<b>Preferred Requirements:</b>	Fifth year college or University program certificate
<b>Valid Oklahoma Driver's License required?</b>	Yes
<b>Please list any additional licenses required:</b>	

### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

### Work Environment:



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The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                  | <input type="checkbox"/> Loud Noise                 |

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.